1. Open your Student Login portal through your user ID and password. Then do the following:
   1. Click on download button and extract it **[05]**
   2. Open Tally Document for Set2 document file and do the work as per given instruction
   3. After completion all the work upload the tally backup file and backup of Question no. 13 from your student login
2. Create a company with “Your Code & Question Paper Code Pvt. Ltd.” Based on West Bengal with the following details for the financial year 2018-2019. **[05]**

**Company Address:** 321- A, Prince Anwar Shah Road, Near South City Mall, Kolkata - 700 095

*\* PAN No.: AAAGM0289C, TAN No.: ASDC58346F, GSTIN: 19AAAGM0289C1ZG*

1. Create the following ledgers.

Capital –580000, Cash in hand – 75000, Loan from ABC Ltd. – 60000, ICICI Bank - 610000, Machinery – 85000, Profit & Loss A/c – 129400, Petty Cash – 30000, O/s Telephone Bill – 30600 **[08]**

1. On 01.04.2018 Company paid `30300 by cheque no. 320145 as Commission like below:

Mr. Sharma – 30%, Mr. Dubey – 40%, Mr. Agarwal – 30% **[07]**

1. Now open **‘DOCUMENT 1’** and pass the required entries and on 02.04.2018 paid the remaining amount by cheque no. 320146. **[07+03]**
2. Now open **‘DOCUMENT 2’** and pass the required entry. **[08]**
3. Now open **‘DOCUMENT 3’** and pass the necessary entries. **[08]**
4. On 02.05.2018 paid the TDS payable amount to Govt. by cheque no. 023572. **[06]**
5. On 02.05.2018 received the full amount from ACV Incorporation by Axis Bank cheque no. 623125. **[03]**
6. Open **‘DOCUMENT 4’**. Now create the details. **[12]**
7. Now pass payroll entry for salary payable for the month of May’18 for all employees depends on the **‘DOCUMENT 4’**. **[10]**
8. Then process the Employer PF Contribution and pass relevant entries based on the **‘DOCUMENT 4’**. **[12]**
9. Export the Balance Sheet in JPEG Format and keep it in the folder that you have downloaded. **[06]**